

ACCOUNTING ADMINISTRATOR III

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 18 – 21, 2005

Collective Bargaining Identification: S01

Job Analysis Conducted By: Cheryl Session, Associate Personnel Analyst,
Selection Services Section

Number of Incumbents: There are 3 incumbents in this classification
per State Controller's Office Filled/Vacant Position
Report dated November 3, 2005.

Names of the Subject Matter Expert(s) and their background:

Tim Gilpin Accounting Administrator III, Headquarters Acctg. Svcs.

Kim Garcia Accounting Administrator III, Headquarters Acctg. Svcs.

The subject matter experts remained the same during the entire job analysis process.

ACCOUNTING ADMINISTRATOR III INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification, Accounting Administrator III
- California State Personnel Board Class Specification, Assistant Chief, Division of Accounting, State Controller's Office
- State of Louisiana, Department of Civil Service Specifications for Accountant Administrator 3
- State of Arizona Position Specification, Statewide Accounting Senior Manager
- State of Arizona Position Specification, Accountant V
- North Dakota Class Description for Accounting Manager
- Selection Services Section History and class file